

# EEOP Short Form



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## Step 1: Introductory Information

### Policy Statement:

San Diego County Board of Supervisors, Policy (C-17)

Policy for Effecting Equal Opportunities Within San Diego County

Policy

It is the policy of the Board of Supervisors to comply with Federal, State and local laws effecting equal opportunity. In conformance with that policy and the Board's commitment to prohibit discrimination, it is hereby decreed that, barring any lawful or valid reasons, all individuals will have equal access to County operations and employment regardless of their race, color, religion, national origin, ancestry, physical or mental disability, medical condition, family and medical leave, marital status, sex, sexual orientation, age or veteran status.

The Board of Supervisors ensures their commitment to fair and impartial practices throughout the County.

In order to achieve the above, San Diego County reaffirms the following:

- A. Equal employment opportunities in all personnel practices;
- B. Equal opportunities in all purchasing and procurement practices;
- C. Non-discriminatory practices in the selection, acquisition, leasing and management of County real properties and facilities;
- D. Non-discriminatory practices in product and service delivery;
- E. Equal opportunity and nondiscriminatory practices in all other County activities, policies and programs.

It is the duty and responsibility of all appointing authorities and all County employees to carry out the provisions of this policy.

## **Step 4b: Narrative Underutilization Analysis**

In San Diego County a comparison to the community reveals the following underutilization percentages:

White (-12%)

Hispanic (1%)

Black (3%)

American Indian (0%)

Asian (8%)

Hawaiian/OPI ((0%)

Two or More Races (0%)

Overall the County is at parity with the local labor market and has successfully recruited a diverse workforce. The percentages above reflect what the County believes will be supported in the next census: fewer White workers in the local labor market and increased numbers of Asian and Hispanic workers. The total for all Male/Females compared with the labor market shows that the County actually has Male (-13%) and Females (13%). This indicates that male workers, especially white males (-11%) should be recruited.

## **Step 5 & 6: Objectives and Steps**

### **1. Recruit greater number of male workers.**

- a. a. Organization Goal. Hiring/maintaining a diverse workforce is a countywide goal incorporated into the 1) Operation Plan, Strategic Goals and, 2) Operation Incentive Plan (a performance plan for executives).
- b. Community Recruitment. Jobs are advertised via the local media, at schools, technical and professional organizations, on on-line job sites deemed most visited by the target sex/ethnic populations.
- c. Career Development Programs. Employees are offered opportunities to explore career alternatives within the County in career planning workshops, individual counseling and professional development workshops.
- d. Incentive Programs. Employees have financial incentives for referring applicants that are hired and retained for a period of time. This tool is currently used in hard-to-recruit for occupations.

## **Step 7a: Internal Dissemination**

1. The Countys Equal Employment Opportunity Plan, maintained in the Countys Department of Human Resources, are available to all individual employees of the County.
2. Copies of the Countys Equal Employment Opportunity Policy are posted on the Countys website.
3. The County Equal Employment Opportunity Plan is included in the orientation of all new employees.
4. The County shall inform employee associations and union officials of the plan.
5. County publications shall highlight equal employment opportunities, progress reports, and minority, female and disabled employees and their organizations.

## **Step 7b: External Dissemination**

1. Copies of the Countys Equal Employment Opportunity Policy are posted on the Countys website.
2. The Countys Equal Employment Opportunity Plan will be available for review by underutilized groups and community organizations, schools, recruiting agencies, news media, church groups and other appropriate entities in order to make the community aware of the Countys policies and procedures in the diversity area.
3. Written notification of the Countys Equal Employment Opportunity Plan will be available to all vendors, subcontractors and suppliers requesting appropriate action on their part.
4. The Countys Equal Employment Opportunity Plan will be available to all commissions, boards, committees appointed or sponsored by the County, which represent the interests of women, ethnic minorities and persons with disabilities.

**Utilization Analysis Chart**  
**Relevant Labor Market: San Diego County, California**

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Officials/Administrators</b>														
Workforce #/%	156/39%	28/7%	12/3%	1/0%	14/4%	0/0%	0/0%	131/33%	23/6%	15/4%	1/0%	15/4%	2/0%	2/0%
CLS #/%	92,740/47%	14,955/8%	3,470/2%	420/0%	7,140/4%	510/0%	1,645/1%	56,650/28%	11,480/6%	3,115/2%	350/0%	5,315/3%	325/0%	910/0%
Utilization #/%	-8%	-1%	1%	0%	-0%	-0%	-1%	4%	-0%	2%	0%	1%	0%	0%
<b>Professionals</b>														
Workforce #/%	1227/21%	337/6%	128/2%	9/0%	284/5%	10/0%	3/0%	2084/36%	694/12%	296/5%	26/0%	687/12%	14/0%	15/0%
CLS #/%	101,645/38%	12,655/5%	4,620/2%	585/0%	14,255/5%	225/0%	1,955/1%	95,695/36%	15,485/6%	5,005/2%	560/0%	14,550/5%	365/0%	1,590/1%
Utilization #/%	-17%	1%	0%	-0%	-0%	0%	-1%	0%	6%	3%	0%	6%	0%	-0%
<b>Technicians</b>														
Workforce #/%	280/13%	215/10%	39/2%	8/0%	149/7%	7/0%	0/0%	455/21%	613/28%	120/6%	7/0%	273/13%	3/0%	2/0%
CLS #/%	9,670/30%	2,380/7%	1,055/3%	40/0%	2,720/8%	145/0%	300/1%	8,955/28%	2,435/8%	1,105/3%	75/0%	2,880/9%	50/0%	220/1%
Utilization #/%	-17%	2%	-1%	0%	-2%	-0%	-1%	-7%	21%	2%	0%	4%	-0%	-1%
<b>Protective Services: Sworn</b>														
Workforce #/%	1424/48%	564/19%	179/6%	18/1%	160/5%	19/1%	2/0%	309/10%	192/6%	52/2%	11/0%	32/1%	8/0%	0/0%
CLS #/%	12,280/51%	3,880/16%	2,380/10%	140/1%	1,065/4%	105/0%	360/1%	2,440/10%	630/3%	460/2%	70/0%	210/1%	20/0%	65/0%
Utilization #/%	-3%	3%	-4%	0%	1%	0%	-1%	0%	4%	-0%	0%	0%	0%	-0%
<b>Protective Services: Non-sworn</b>														
Workforce #/%	73/38%	20/10%	8/4%	2/1%	13/7%	0/0%	0/0%	56/29%	13/7%	4/2%	1/1%	2/1%	2/1%	0/0%
Civilian Labor Force #/%	530/42%	95/7%	35/3%	30/2%	0/0%	0/0%	40/3%	395/31%	120/9%	10/1%	10/1%	10/1%	0/0%	0/0%
Utilization #/%	-4%	3%	1%	-1%	7%	0%	-3%	-2%	-3%	1%	-0%	0%	1%	0%
<b>Administrative Support</b>														
Workforce #/%	460/9%	211/4%	92/2%	3/0%	280/6%	7/0%	7/0%	1598/32%	1016/21%	364/7%	25/1%	831/17%	42/1%	10/0%
CLS #/%	71,325/21%	22,080/7%	6,930/2%	505/0%	9,820/3%	665/0%	2,155/1%	134,520/40%	46,890/14%	13,315/4%	1,420/0%	17,765/5%	1,610/0%	3,515/1%
Utilization #/%	-12%	-2%	-0%	-0%	3%	-0%	-1%	-8%	6%	3%	0%	11%	0%	-1%

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
<b>Skilled Craft</b>														
Workforce #/%	197/55%	69/19%	16/4%	6/2%	54/15%	1/0%	1/0%	10/3%	2/1%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	62,720/53%	31,880/27%	4,000/3%	810/1%	6,785/6%	555/0%	1,490/1%	3,870/3%	2,215/2%	500/0%	60/0%	2,555/2%	65/0%	90/0%
Utilization #/%	2%	-8%	1%	1%	9%	-0%	-1%	-0%	-1%	-0%	-0%	-2%	-0%	-0%
<b>Service/Maintenance</b>														
Workforce #/%	148/16%	117/13%	51/6%	6/1%	117/13%	9/1%	1/0%	132/15%	141/16%	80/9%	4/0%	99/11%	2/0%	1/0%
CLS #/%	74,215/24%	76,150/24%	10,085/3%	870/0%	14,515/5%	775/0%	2,630/1%	57,580/18%	51,555/16%	7,025/2%	740/0%	16,350/5%	525/0%	2,200/1%
Utilization #/%	-7%	-11%	2%	0%	8%	1%	-1%	-4%	-1%	7%	0%	6%	0%	-1%

I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

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[signature]

[title]

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[date]